

Chapter 7

Finance

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Chapter 7

Finance

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7.01 ANNUAL BUDGET

On or before the second board meeting of November each year the Village President, with the assistance of the Village Clerk and the Finance Committee, shall prepare and submit to the Village Board a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing year. Before preparing the proposed budget, the Presidents shall consult with the heads of Village Departments and with Village Officials and shall then determine the total amount to be recommended in the budget for each Village Department of activity.

A. Procedure

- (1) Preparation: It shall be the duty of each committee to meet during September of each year to begin preliminary brainstorming of potential projects for the upcoming year. These project ideas can then be researched and estimated costs could be calculated to aid in the budgeting process.

It shall be the duty of each committee to file a written statement with the Clerk/Treasurer not later than November one (1) of each year an estimate of the committee's needs for the ensuing fiscal year.

The estimate shall include a statement of what is needed and how much it will cost for:

- (a) permanent improvements
- (b) capital expenditures
- (c) current expenditures
- (d) wages

- (2) Form: The proposed budget shall include the following information:
- (a) The actual expenditures of each budget category for the last preceding fiscal year, the expired portion of the current year and the estimated expense for the remainder of the current year and ensuing fiscal year, with reasons for any proposed increase or decrease as compared with expenditures for the current year.
 - (b) An itemization of all anticipated income of the Village from sources other than general property taxes and bond issues, with a comparative statement of the amounts received by the Village from each of the same or similar sources for the last preceding and current fiscal years.

- (c) All existing indebtedness of the Village, including the amount of interest payable and principal to be redeemed on any outstanding general obligation bonds of the Village.
- (d) An estimate of the amount of money to be raised from general property taxes, which with income from other sources will be necessary to meet the proposed expenditures.
- (e) All anticipated unexpended or inappropriate balances and surpluses, for informational purposes, and such other information as may be required by the Village Board and by Wisconsin Law.

B. Publication: A summary of such budget and notice of the place where such budget in detail is available for public inspection and notice of time and place for holding the public hearing shall be posted in three (3) public places within the Village at least fifteen (15) days prior to the time of such public hearing. Any resident or taxpayer of the Village shall have an opportunity to be heard on the proposed budget at the public hearing.

C. Changes in the Budget: The amount of tax to be levied, the amounts and purpose of the various appropriations stated in the budget, after any alterations made pursuant to the public hearing, shall not be changed unless authorized by a vote of two-thirds (2/3) of the entire Village Board for funds under their control. When any changes are made a notice shall be posted in three (3) public places within ten (10) days. Failure to give such notice shall preclude any changes in the proposed budget.

D. Adoption of Budget: The Village Board, on or before the first board meeting of December shall adopt the proposed budget by a majority vote of all the trustees. The adoption of the budget shall be authority for the expenditure by a department for the purposes therein provided and of the amounts assigned to the department and no further action by the Village Board shall be necessary to authorize any department to make such expenditures.

E. Expenditures Limited by Annual Appropriation: All funds subject to the control of the Village Board assigned by the budget to a department not expended during the budget year and not reserved for indebtedness incurred during the year shall revert to the general revenues of the Village.

F. Changes in Final Budget: Whenever the Village Board shall find it necessary to expend a greater sum than authorized by the budget for such specific purpose, and the Board shall find it unnecessary to spend a sum as authorized for some other purpose, the Board may authorize the funds to be transferred by a vote of two-thirds (2/3) of the entire Board. The reasons for such transfer shall be in writing.

Effective: 12-1-83

7.02 ACCOUNTS AND DEMANDS AGAINST THE VILLAGE

A. Approving Requests for Payment: Payments may be made from the Village Treasury after the Finance Committee audits and approves each account or demand for payment as a proper charge against the treasury, and endorses approval on the same.

(1) Prerequisites for Payment

- a. That funds are available pursuant to the budget approved by the Village Board.
 - b. That the item or service covered by such account or demand for payment has been duly authorized by the proper official, department head or board or commission.
 - c. That the item or service has been actually supplied or rendered in conformity with such authorization.
- (2) The minutes of the proceedings of the Board or a statement attached thereto, shall show to whom and for what purpose every such account was allowed in whole or in part shall be filed by the Clerk, and those of each year consecutively numbered, and have endorsed the number of the draft or order issued in payment, and the Clerk shall take a receipt thereon for such order.
- (3) The Village Board shall authorize an annual detailed audit of its financial transactions and accounts by a public accountant licensed under Chapter 442 of the Wisconsin State Statutes, the designation to be made by the Finance Committee and approved by the Village Board.

B. Payment of Wages and Salaries: Regular wages or salaries of the Village employees and officials shall be set by the Personnel Committee and approved by the Village Board annually before the budget is prepared. If requested all overtime shall be reported to the Personnel Committee. Village officials, boards and commissions shall be paid at the first Board meeting in December or at the discretion of the Village Board.

C. Payment of Demands and Accounts: No order may be issued by the Village in excess of funds available or appropriated for the purposes for which the order is drawn, unless authorized by a resolution adopted by the affirmative vote of two-thirds (2/3) of the entire membership of the Village Board.

A roll call vote shall be taken and recorded on all appropriations. The fiscal year shall be the calendar year. Checks will not be signed, either in person or by facsimile until such time that the Village Board approves the list of bills by an affirmative vote of 2/3 of the Village Board. In the event that such disbursement is due prior to a Village Board Meeting such as payroll checks or tax settlement checks, the Clerk will be allowed to release the checks. The Village Board will then review the list of prior disbursements at the next regular Village Board Meeting.

All disbursements with proper approval will have the signature of three (3) designated members of the Board, either by facsimile stamp or original signature, however, at least one signature must be an original signature. These designated members of the Village Board will consist of the Village President, members of the Finance Committee and the Clerk/Treasurer.

The facsimile stamp will be in the custody of the Clerk/Treasurer and will be kept in a locked cabinet in the Village Hall at all times.

D. Use of Credit Card: The use of the Village credit card will be limited to use at establishments where accounts can not be established or where not practical to establish an account. The card will be in the custody of the Clerk/Treasurer who will act as an authorized individual to use the credit card.

Effective: 12-1-83

Revised: 5-9-00

7.03 BIDDING AND VILLAGE CONTRACTS

As a complete alternative to the requirements established by Wisconsin State Statutes Sections 61.54 and 61.55, relating to the letting of public contracts, the provisions of Wisconsin State Statutes 62.15 are hereby adopted to govern all public construction.

The authority vested in the Board of Public Works under the provisions of Wisconsin State Statutes Section 62.15 shall be exercised by the Village Board, or as delegated from time to time by the Village Board.

Pursuant to Wisconsin State Statutes Section 62.15 (1), any class of public construction or any part thereof may be done directly by the Village without submitting the same for bids.

Whenever any such public work or part thereof shall be done directly by the Village without submitting the same for bids, the Village Board shall keep an accurate account of the cost thereof, including necessary overhead expenses. Upon completion of such work the Village Board shall make a complete report, stating in detail the items of cost and the total cost of doing such work. The Village Clerk/Treasurer shall publish such report as part of the proceedings of the Village Board.

Effective: 12-1-83

7.04 DUPLICATE TREASURER'S BOND

The Clerk/Treasurer of the Village of Amherst shall not be required to furnish a bond to the County Treasurer of Portage County, Wisconsin, pursuant to the provisions of Section 70.67(2) of the Wisconsin Statutes.

The Village shall be obligated to pay, in case the Clerk/Treasurer shall fail to do so, all taxes of any kind required by law to be paid to the County Treasurer.

Effective: 12-1-83

7.05 TAX COLLECTION

A. The Village Treasurer, or County Treasurer, if so designated by the Village Board, shall collect General Property taxes and all Special Assessments, Special Charges and Special Taxes included in the Tax Roll in accordance with Wisconsin State Statutes Chapter 74.

B. If the Treasurer receives a payment which is not sufficient to pay all the taxes due, the treasurer shall apply the payment in the amounts due in the following order:
(1) Special Charges (includes delinquent utility charges which must be paid first)
(2) Special Assessments
(3) Special Taxes
(4) General Property Taxes with Personal Property first, Real Property second.

C. Any payment received for delinquent taxes is first applied to interest and penalty. The remainder is then applied to the outstanding taxes in the above order.

7.06 FEE SCHEDULE

At a biennial joint meeting of the Finance Committee and Administrative Committee, the following fee schedule will be reviewed and modified to better reflect the actual cost of handling these licenses and requests. All fees shall be paid in full prior to receiving the licenses, permits or services and shall be paid to the Clerk/Treasurer.

Alcohol licenses

Class A Beer	\$ 50.00
Class A liquor	\$250.00
Class B Beer	\$100.00
Class B Liquor	\$275.00
Class C Wine	\$100.00

Alcohol license publication \$30.00

Operator License \$20/2 year license

Cigarette License \$30.00

Peddler License \$10.00

Minor Entertainment License \$25.00

Dog Licenses (must show proof that dog is spayed/neutered)

Spayed/Neutered	\$ 6.00
Unspayed/Unneutered	\$16.00
Late Fee	\$10.00

Park Shelter Rental \$25.00 and a \$50 deposit may be charged.

Ball Diamond Rental Fees \$50.00 and a \$50 deposit may be charged.

Copies \$ 0.10

Zoning Board of Appeals \$175.00

Adult Entertainment License \$400.00

Conditional Use Permit

Presented at a Regular Monthly Plan Commission Meeting \$ 50.00

Presented at a special meeting with one or more agenda items \$100.00

Presented at a special meeting with no other agenda items \$175.00

Special Village Board Meeting \$200.00

Use of Truck Charge \$10.00